

PROCEDURES FOR REQUESTING CORRECTIONS, CHANGES, ADDITIONS AT WIMR

UW School of Medicine and Public Health (SMPH)

Draft 8-6-08

When an occupant or user of Wisconsin Institutes for Medical Research (WIMR) finds something that needs to be corrected or requests a change or addition they should fill out a Work Order (WO) in Maintenance Direct (MD). That WO will automatically be assigned to the building manager.

These requests will fall under one of three problem types in MD; Warrantee, Construction or Special Projects.

Warrantee work will be assigned to the construction team for immediate correction. Once the corrections are made, the construction team will mark the WO complete. An automatic email will be sent to the originator indicating the WO is complete.

Construction work is work that should have been included in the project but was overlooked, missed or inadvertently eliminated by the project leadership team. Construction work will be assigned to the construction team once funding has been identified by the SMPH Assistant Dean of Facilities office. Once the work is done, the construction team will mark the WO complete. An automatic email will be sent to the originator indicating the WO is complete.

Special Projects are additional scope brought by building occupants. The department making the request will be responsible for funding the change. A cost for the change will be established and communicated to departmental contacts who can authorize additional departmental expenditures. Once the expenditure is authorized, the work will be assigned to the construction team. Once the work is done, the construction team will mark the WO complete. An automatic email will be sent to the originator indicating the WO is complete.

By:

John Mulcahey, PE
Facilities Operations Manager
UW SMPH